

Halton Hills Public Library Board

Wednesday, October 14, 2020

Zoom Videoconference

7:00 p.m.

Minutes

Present: Ted Brown, Lisa Caissie, Betsy Cosper, Larry Hawes, Matt Kindbom, Ann Lawlor, Keith Medenblik, Joanna Meler, James Schumacker, Tamara Smith (Chair), Marilyn Willis

Staff Present: Barb Elliott (Recorder), Douglas Davey, Beverley King, Mary Querques, Melanie Southern

1.0 Declaration of Quorum

- T. Smith declared a quorum was present and called the meeting to order at 7:00 p.m.

2.0 Approval of Agenda

Moved by B. Cosper

That the agenda be approved as presented.

Seconded by M. Kindbom

10/14/20-1

CARRIED

3.0 Declaration of pecuniary interest

- None declared.

4.0 Minutes

4.1 September 9, 2020

Moved by T. Brown

That the Minutes of September 9, 2020 be approved.

Seconded by B. Cosper

10/14/20-2

CARRIED

4.2 September 15, 2020

Moved by J. Schumacker

That the Minutes of September 15, 2020 be approved.

Seconded by M. Kindbom

10/14/20-3

CARRIED

5.0 Consent Agenda

- There was a short discussion around the positive feedback received about the Rainbow Crosswalk.

Moved by K. Medenblik

That Consent Agenda items:

- 5.1** Theifp.ca article (Sept. 22, 2020) re: 'Love is Love': Halton Hills unveils...
- 5.2** Theifp.ca photo (Sept. 25, 2020) re: Feel good Friday: September 19 to 25

be approved.

Seconded by M. Willis

10/14/20-4

CARRIED

6.0 Correspondence

- None received.

7.0 Business Arising

7.1 Budget Update

- M. Southern reported that the proposed budget is being reviewed to see if additional savings can be found.
- Council is scheduled to begin budget deliberations on December 8, 2020.

8.0 Council Update

- A. Lawlor and T. Brown reported that Council has been reviewing the Region of Halton Official Plan to 2051.

9.0 Friends of the Library Update

- The Friends met earlier today and continued their discussions around book bags and fundraising.
- M. Kindbom indicated that he is no longer able to attend Friends of the Library meetings as the Board representative, and asked if another Board member would be able to assume this role. Board members will consider their availability for this position.

10.0 Community Connections Update

- There was discussion around social media comments concerning the current courtyard construction in front of the Georgetown Cultural Centre/Library. As this is a Town project, M. Southern will contact A. Fuller to make sure she is aware of the comments.
- Melanie Fraser has been appointed the new General Manager of the Halton Hills Chamber of Commerce. M. Southern will send M. Fraser congratulations on behalf of the Library.

11.0 Financial Report

11.1 Month End Report (August)

- M. Southern reported that the budget is currently underspent by approximately 11%, primarily due to a decrease in wages during the COVID-19 emergency closure.
- The Month End Report was received as information.

12.0 New Business

12.1 Presentation: Proposed 2021 Library Work Plan

- M. Southern presented the proposed Library Work Plan for 2021, outlining a number of initiatives that directly link to the Library's Strategic Plan. These initiatives will allow the library to continue to be responsive to the community throughout the pandemic recovery period by providing a variety of in-house and virtual programs and services.
- In Board member discussion, it was suggested that at some point in the future HHPL may wish to consider an initiative similar to that the Calgary Public Library, which are now employing mental health staff and/or social workers to provide patrons with information and assistance.
<https://calgarylibrary.ca/read-learn-and-explore/central-library/level-3/wellness-desk/>
- Board members will be provided with copies of the presentation and provide any additional feedback directly to M. Southern.

12.2 Report No. LBD-2020-009 re: Chief Librarian Report – October 2020

- M. Southern presented the Chief Librarian Report that detailed recent library events and highlights. Some of the highlights since the September Board meeting:
 - ◆ Opening of the Halton Hills Rainbow Crosswalk
 - ◆ Participation in Orange Shirt Day to raise awareness about the impact of the residential school system on Indigenous communities
 - ◆ One Book One Halton Hills 2020 author visit by Karma Brown was presented live online
 - ◆ Launch of Children's and Youth Services programming kits as an additional resource for parents and children participating in online programs
 - ◆ Culture Days programming began and will run through October 25.
 - ◆ Touchless checkout will soon be extended to the Acton Branch with the installation of MeeScan equipment. This service is now available at the Georgetown Branch.

12.3 Report No. LBD-2020-010 re: Quarterly Reporting

- M. Southern presented Report No. LBD-2020-010 regarding Quarterly Reporting and recommended that as an alternative to the current Quarterly Report, a combination of documents described in the report be used to provide timely information to the Board. The recommended documents include:
 - ◆ Chief Librarian Report
 - ◆ Quarterly Metrics Report – a comprehensive analysis of key performance indicators to provide information on how patrons are using the Library's collections, programs and services.

- As an example, this report was prepared for Q1 and Q2, comparing statistics for 2020 with 2018 and 2019. The impact of the emergency closure in March 2020 was apparent, and it was noted that although there was a decrease in the circulation of physical items and the usage of in-house services, program attendance showed a marked increase as a result of the move to virtual programming.

- ◆ Strategic Work Plan Update
- ◆ Annual Key agenda items and presentation schedule

Moved by J. Schumacker

That Report No. LBD-2020-010 dated October 8, 2020 regarding Quarterly Reporting be received;

AND FURTHER THAT, the Board accept the suggested documents to replace the Quarterly Report.

Seconded by M. Willis

10/14/20-5

CARRIED

12.4 Report No. LBD-2020-007 re: Proposed 2021 Board Meeting Schedule

- M. Southern presented Report No. LBD-2020-007 regarding the Board's proposed meeting dates for 2021. Meetings would continue to be on the regularly scheduled second Wednesday of the month (excepting July and August), with the exception of the September meeting which would be held one week later to accommodate budget preparations for 2022.

Moved by L. Caissie

That Report No. LBD-2020-007 dated October 1, 2020 regarding the proposed 2021 Library Board Meeting Schedule be received;

AND FURTHER THAT the Halton Hills Public Library Board approves the Library Board Meeting Schedule for 2021.

Seconded by T. Brown

10/14/20-6

CARRIED

12.5 OLA Super Conference – 2021

- M. Southern informed the Board that the Ontario Library Association's annual Super Conference will be held virtually from February 3 – 6, 2021. Information regarding registration and sessions will be forwarded to the Board as soon as it becomes available.

13.0 Health & Safety Report

- M. Southern reported that there had been no Health & Safety incidents since the September Board meeting.

14.0 Next Meeting

Wednesday, November 11, 2020

7:00 p.m.

Zoom Videoconference

15.0 Adjournment

Moved by B. Cosper

Seconded by J. Meler

10/14/20-7

The meeting adjourned at 8:40 p.m.

That the meeting be adjourned.

CARRIED

Signed: _____
Tamara Smith, Chair
Halton Hills Public Library Board

Signed: _____
Melanie Southern, Chief Librarian
Halton Hills Public Library

APPROVED: November 11, 2020

DATED: November 11, 2020